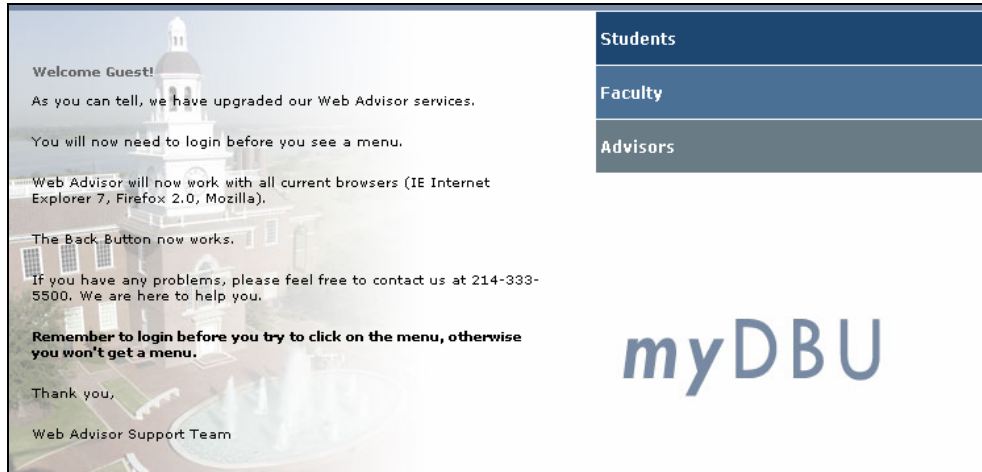


User Account Setup/Renewal

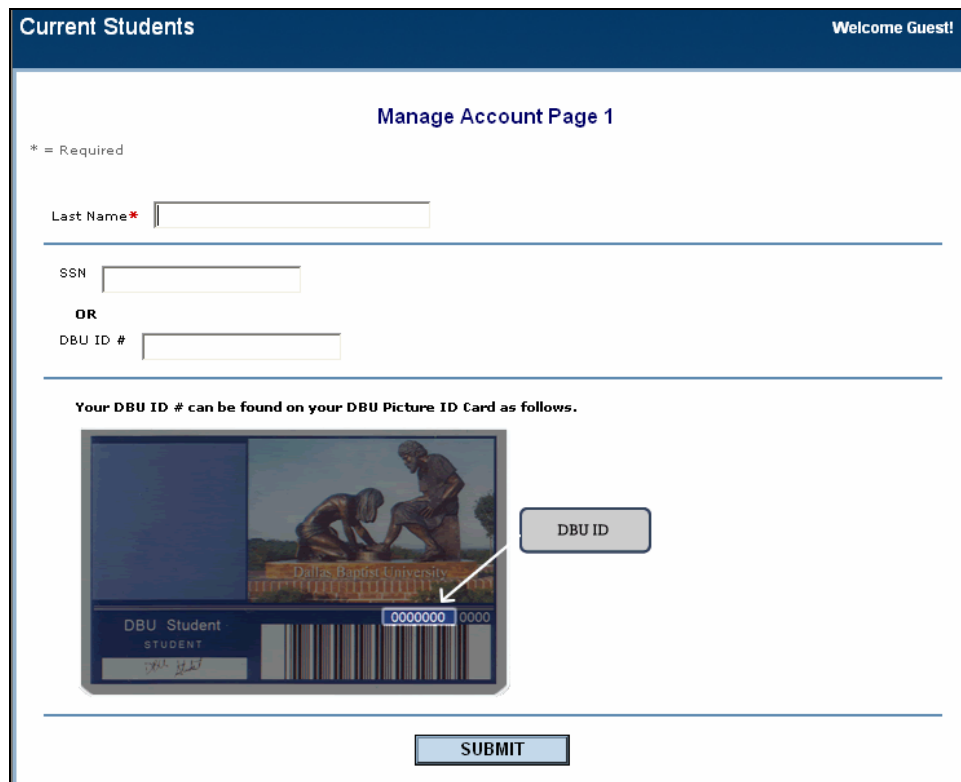
Creating Your Account From Home

Open an internet browser (Internet Explorer or Mozilla Firefox) and type webreg.dbu.edu in the address bar. Click on **Students** on the right-hand side.



At this point, you will need to click on **Account Access Setup** on the left-hand side.

On the following screen, enter your Last Name and enter either your SSN **or** your DBU ID# (not both). Your DBU ID# can be found on your DBU Picture ID Card as noted in the image below. Once entered, click **Submit** to continue.

The image shows a web form titled 'Current Students' with a 'Welcome Guest!' message in the top right corner. The main heading is 'Manage Account Page 1'. Below this, there is a note '* = Required'. The form contains three input fields: 'Last Name*' (with an asterisk), 'SSN', and 'DBU ID #'. Below these fields is a horizontal line, followed by the text 'Your DBU ID # can be found on your DBU Picture ID Card as follows.' Below this text is an image of a DBU Student ID card. The ID card features the Dallas Baptist University logo, a student photo, and a barcode. An arrow points from a box labeled 'DBU ID' to the ID number on the card. At the bottom of the form is a 'SUBMIT' button.

On the next screen, enter your Security Code and select the appropriate Date of Birth (DOB) from the list. Your Security Code can be found on your DBU Picture ID Card as noted in the image below. If your DOB is not listed, please select "Not Listed". Click **Submit** to continue.

